



Denise Juneau, Superintendent  
Montana Office of Public Instruction  
www.opi.mt.gov

## McKINNEY-VENTO HOMELESS EDUCATION 2009-2010

### GRANT APPLICATION – EDUCATION OF HOMELESS CHILDREN AND YOUTH

This application must be completed and signed by the authorized representative. The information in the application will be used to determine eligibility for awards under ESEA Title X, Part C, Subtitle B, of the McKinney-Vento Homeless Education Assistance Act of 2001 (Pub. L. 107-110). The authority for the Education of Homeless Children and Youth program is found in CFDA No. 84.196A.

The application must be mailed to Terry Teichrow, Office of Public Instruction, PO Box 202501, Helena, MT 59620-2501. Submission by fax will NOT be accepted. Applications must be received by 4:30 p.m., July 27, 2009, or postmarked no later than July 27, 2009.

If assistance is needed, please call the Educational Opportunity and Equity Division at the Office of Public Instruction at (406) 444-2036.

### I. GENERAL PROJECT INFORMATION

This application is filed on behalf of:

1. Prime Applicant District

2. Project Director/Contact

First: \_\_\_\_\_

Last: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing

Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

3. Project Schedule Requested

Project will begin: \_\_\_\_\_ (month/day/year)

Project will end: \_\_\_\_\_ (month/day/year)

4. Total Funds Requested

\$ \_\_\_\_\_

Designated Homeless Liaison

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

#### PROJECT SCHEDULE APPROVED BY THE OPI

Project will begin: \_\_\_\_\_  
(month/day/year)

Project will end: \_\_\_\_\_  
(month/day/year)

#### FOR OPI USE ONLY

Project Number: \_\_\_\_\_

School District: \_\_\_\_\_

Legal Entity: \_\_\_\_\_

County Number: \_\_\_\_\_

5. Summer Project ☐ Regular Project ☐ Combined Summer/Regular Project ☐

6. Area to be served by this project  
(List the school district(s) or the county(ies))

**Signature Information:** The Board of Trustees approves of the district application for participation in the McKinney-Vento Homeless Education Assistance Act of 2001. Further, the Board of Trustees has certified that the Common Assurances for federal programs and specific program assurances for those programs in which this district/agency participates are accepted as the basic conditions for local participation and assistance in the operation of the projects/programs mentioned above.

\_\_\_\_\_  
Signature of Designated Authorized Representative  
for ESEA Consolidated Program Application

\_\_\_\_ Board Chair  
\_\_\_\_ Superintendent  
\_\_\_\_ Principal (if no superintendent)  
\_\_\_\_ County Superintendent (if no  
superintendent or principal)  
\_\_\_\_ Exception

**NOTE: When personnel changes occur in the positions listed above, the new person will become the Designated Authorized Representative. This responsibility may be assumed by the Chairperson of the Board of Trustees if requested in writing to Nancy Coopersmith at the Office of Public Instruction.**

7. The information in the application is correct and complete to the best of my knowledge.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

8. Each collaborating applicant that is not a school district or state agency must submit with this grant application a Proof of Not-for-Profit status and a signed Common Assurances Form.

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Address City State ZIP

\_\_\_\_\_  
Name of Primary Contact Person Telephone Number

\_\_\_\_\_  
Title

The Governing Board of the above organization has reviewed this application and jointly approves the proposal for submission to the Montana Office of Public Instruction. The applicant will comply with the assurances and provisions of the grant authorization if the award is received. (See Appendix)

The information in the application is correct and complete to the best of my knowledge.

\_\_\_\_\_  
Please print name, Governing Board Chair

\_\_\_\_\_  
Signature, Governing Board Chair

\_\_\_\_\_  
Date

## II. SPECIAL PROGRAM REQUIREMENTS

### A. REQUIRED

A demonstration that the local educational agencies (LEAs) in the state have developed, and shall revise, policies to remove barriers to the enrollment and retention of homeless children and youths in the state.

Describe the LEA's process of review and what changes were made.

### B. ASSURANCES

- a) An assurance that the LEA's combined fiscal effort per student, or the aggregate expenditures of that agency and the state with respect to the provision of free public education by such agency for the fiscal year preceding the fiscal year for which the determination is made, was not less than 90 percent of such combined fiscal effort or aggregate expenditures for the second fiscal year preceding the fiscal year for which the determination is made

FY08 ending June 30, 2008 \_\_\_\_\_

FY09 ending June 30, 2009 \_\_\_\_\_

- b) An assurance that the applicant complies with, or will use requested funds to comply with, paragraphs (3) through (7) of section 722(g).
- c) The Authorized Representative has read and will comply with the common assurances for Title I and McKinney-Vento Homeless.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

### III. PROJECT DESCRIPTION

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Name of Person Preparing the Application

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Telephone Number

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Title

#### A. NEED FOR THE PROJECT:

If the applicant has had a grant in prior years, the information provided in this section must include data related to this success or lack of success of the prior program, as well as the need for continued funding. This section should include the number of homeless children and youth to be served.

1. Explain the level of need for the project in the community. Cite community indicators (i.e., poverty, illiteracy, unemployment, transportation) to demonstrate a need for this project. The indicators should relate to the educational needs of homeless children and youth.
2. Explain the level of need for the project in the school district. Cite school indicators (i.e., number of homeless youth, transportation, drop-out rates, current program ineffectiveness or problems) to demonstrate a need for this project.

## B. PROJECT COLLABORATION AND COORDINATION

1. How will other school programs (i.e., Head Start; Title V, Part A; Special Education, Guidance Counseling) be coordinated with this program? Describe the extent of involvement in the planning of this program.
2. Describe how the district will coordinate and integrate Title I services with the homeless children and youth program. Indicate how much of the Title I allocation will be set-aside [as required in Title I, Part A, Section 112(O)] for assisting homeless children and youth in non-Title I schools, if necessary.
3. How will community organizations and other local service providers be coordinated with this program? If this program has collaborating applicants, also describe how they were involved in the planning process and what their role will be in the program..

### **C. POPULATION TO BE SERVED**

Eligible participants include children and youth who are runaways or homeless and those students who are at risk of becoming homeless.

1. How will the population be identified?

Ages: \_\_\_\_\_ to \_\_\_\_\_

Geographic area to be served: \_\_\_\_\_  
(district, community, county)

2. Identify the population to be served by this project.

#### **D. OBJECTIVES AND ACTIVITIES OF THE PROJECT**

Describe the services and programs for which financial assistance is sought. Explain how the proposed use of funds will facilitate and ensure enrollment, attendance, and educational success of the recognized population.

Complete Objectives and Activities for Regular and Summer Projects.

##### **OBJECTIVE**

##### **ACTIVITIES and TIMELINES TO MEET GOALS**

###### **Objective 1:**

**Activities and timelines:**

###### **Objective 2:**

**Activities and timelines:**

**EVALUATION:** How will you evaluate these objectives to assure the successful completion of each goal?

**NOTE:** This page may be duplicated for more objectives.

**E. PARENT INVOLVEMENT**

Explain the extent to which this school district can and will involve parents in the education of their homeless child or youth.

**F. INTEGRATION OF HOMELESS EDUCATION PROGRAM**

Explain the extent to which homeless children and youth will be integrated within the regular education programs and how the program will not stigmatize these students.

**G. PERSONNEL, BUDGET NARRATIVE, EQUIPMENT, SUPPLIES AND TITLE I SET-ASIDE**

1. Budget narrative: Describe each type of expenditure and what function it performs related to a specific objective(s) on page 11.



2. What personnel will have program responsibilities (describe each position)?

**a.** \_\_\_\_\_ Funded: \_\_\_\_\_ by project  
 Position FTE \_\_\_\_\_ other  
 Position description: \_\_\_\_\_

b. \_\_\_\_\_ Funded: \_\_\_\_\_ by project  
 Position FTE \_\_\_\_\_ other  
 Position description: \_\_\_\_\_

c.

	FTE		Funded:	_____ by project _____ other
Position description:				

3. Explain the purpose and cost of any equipment that will be purchased with grant funds. Equipment is defined as hardware costing \$5,000 or more per unit with a life expectancy of more than one year.

4. Describe the purpose of required supplies.

Cost: \$\_\_\_\_\_

5. Will any services be contracted? If so, which ones and why?

6. The amount set-aside from Title I funds to assist homeless children and youth.

\$\_\_\_\_\_

How will they support the Homeless objective(s)?

7. Briefly describe in narrative the total budget for McKinney-Vento, Title I, district or other funds.

# APPENDIX

## COMMON ASSURANCES

### Assurances

Each legal entity, district, cooperative or agency that participates in one or more of the programs listed below **MUST** complete and return this form to the Office of Public Instruction (OPI) prior to the award of funds for any U.S. Department of Education administered program.

Submission of this form is not an application for funds and does not obligate the applicant or the OPI for the programs. The following pages consolidate common assurances required by federal law that apply to the federal programs listed below. Additional specific program assurances may be included in the application or program plan for that individual program.

### Common Assurances

The Common Assurances listed below in items 1-21 apply to all programs administered by the U.S. Department of Education through the OPI, including all programs found in the following Acts:

- ESEA Reauthorized by the No Child Left Behind Act of 2001, Pub. L. No. 107-110, 115 Stat. 1425- Individuals with Disabilities Education Act (IDEA), Part B, 20 USC Section 1400- Carl D. Perkins Vocational and Technical Education Act, 20 USC Section 2301
- Workforce Investment Act, 29 USC Section 2801
- Adult Basic Literacy Education, 42 USC Section 4959
- General Education Provisions Act (GEPA), 20 USC Section 1221
- Pro-Children's Act of 2001, Pub. L. No. 107-110, Section 9532, 115 Stat. 1984

### General

1. That each program will be administered in accordance with all applicable statutes, regulations, program plans, and applications [see Pub. L. No. 107-110 Section 9306(a)(1), 115 Stat. 1971].
2. That the applicant will adopt and use proper methods of administering each such program, including the enforcement of any obligations imposed by law on agencies, institutions, organizations and other recipients responsible for carrying out each program; and the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation [see Pub. L. No. 107-110 Section 9306(a)(3), 115 Stat. 1971].
3. No policy of the district prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary and secondary schools per guidance of the Secretary of the U.S. Department of Education [see Pub. L. No. 107-110 Section 9524, 115 Stat. 1980].
4. No school or district that has a designated open forum or a limited public forum denies equal access or a fair opportunity to meet with, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code, that wishes to conduct a meeting within that designated open forum or limited public forum including denying such access or opportunity or discriminating for reasons based on the membership or leadership criteria or oath of allegiance to God and country of the Boy Scouts of America or of the youth group listed in Title 36 of the United States Code [see Pub. L. No. 107-110 Section 9525, 115 Stat. 1981].
5. None of the funds under ESEA will be used for schools to develop or distribute, or operate programs or courses of instruction directed at youth that promotes or encourages sexual activity, distribute or aid in the distribution of obscene materials to minors on school grounds, provide sex education or HIV-prevention education unless that instruction is age appropriate and includes the health benefit of abstinence or to operate a program of contraceptive distribution in schools [see Pub. L. No. 107-110 Section 9526, 115 Stat. 1982].

6. Notwithstanding section 444(a)(5)(B) of the General Education Provisions Act and except that a student or parent of a student may request that the information not be released without written parental consent, each school receiving assistance under ESEA shall provide, on a request made by military recruiters or an institution of higher education, access to secondary student names, addresses, and telephone listings. Each school shall provide military recruiters the same access to secondary students as is provided generally to postsecondary educational institutions or to prospective employers of those students. Each district shall notify parents of the option to not release student information without prior written parental consent and shall comply with any request to do so [see Pub. L. No. 107-110, Section 9528, 115 Stat. 1983].
7. Any student determined to be attending a "persistently dangerous school" as defined by the OPI or who becomes a victim of a violent criminal offense, as determined by state law, while in or on the grounds of a public elementary or secondary school that the student attends, will be allowed to attend a safe public elementary or secondary school within the local school district [see Pub. L. No. 107-110 Section 9532, 115 Stat. 1984].
8. That no person shall permit smoking within any indoor facility (or portion of such facility) owned or leased or contracted for, and utilized by such person for the provision of routine or regular kindergarten, elementary or secondary education, library services, routine health care, day care or early childhood development services [see Pub. L. No. 107-110 Section 4303, 115 Stat. 1774].

#### Funding, Fiscal Controls, Record Keeping and Reports

9. That the control of funds provided under each such program and title to property acquired with program funds will be in a public agency or in a nonprofit private agency institution, organization, or Indian tribe, if the law authorizing the program provides for assistance to such entities; and the public agency, nonprofit private agency, institution or organization, or Indian tribe will administer such funds and property to the extent required by authorizing statutes [see Pub. L. No. 107-110 Section 9306(a)(2)(A)(B), 115 Stat. 1971].
10. That the applicant will cooperate in carrying out any evaluation of each such program conducted by or for the state superintendent of public instruction and the secretary or other federal officials [see Pub. L. No. 107-110 Section 9306(a)(4), 115 Stat. 1971].
  - That expenditures of \$500,000 or more in a year in federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of OMB Circular A-133.
  - That federal awards are expended only for allowable activities and that the costs of goods and services charged to federal awards are allowable and in accordance with the applicable cost principles (20 USC 3474; OMB Circular A-102).
  - That the draw down of federal cash is only for immediate needs (20 USC 3474; OMB Circular A-102).
  - That proper records are maintained for equipment acquired with federal awards, equipment is adequately safeguarded and maintained, disposition or encumbrance of any equipment or real property is in accordance with federal requirements, and the federal awarding agency is appropriately compensated for its share of any property sold or converted to non-federal use (20 USC 3474; OMB Circular A-102).
  - That matching, level of effort, or earmarking requirements are met using only allowable funds or costs which are properly calculated and valued (20 USC 3474; OMB Circular A-102).
  - That federal funds are used only during the authorized period of availability (20 USC 3474; OMB Circular A-102) [Pub. L. No. 107-110 Section 9201, 115 Stat. 1966].
  - That procurement of goods and services are made in compliance with the provisions of the A-102 Common Rule or OMB Circular A-110, as applicable, and that no subaward, contract, or agreements for purchases of goods or services is made with any debarred or suspended party (20 USC 3474; OMB Circular A-102).
  - That program income is correctly earned, recorded, and used in accordance with the program requirements (20 USC 3474; OMB Circular A-102).

- That reports of federal awards submitted to the pass-through entity include all activity of the reporting period, are supported by underlying accounting or performance records, and are fairly presented in accordance with program requirements (20 USC 3474; OMB Circular A-102).
  - That required audits are obtained and appropriate corrective action is taken on audit findings (20 USC 1221e-3 & 3474; OMB Circulars A-102, & A-133).
11. That the applicant will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, federal funds paid to such applicant under each such program [see Pub. L. No. 107-110 Section 9306(a)(5), 115 Stat. 1971] in accordance with state school accounting and reporting policies as applicable (School Accounting Manual).
  12. That the local education agency will make reports to the state superintendent of public instruction and to the secretary as may reasonably be necessary to enable the state education agency and the secretary to perform their duties and that the local education agency will maintain such records for three years and the current year or as required in school districts in the School District Records Schedule (Schedule No. 7) published by the Montana Department of Administration and provide access to those records, as the superintendent or secretary deem necessary to perform their duties [see Pub. L. No. 107-110 Section 9306(a)(6), 115 Stat. 1971].
  13. That in the case of any project involving construction, the project is not inconsistent with overall state plans for the construction of school facilities, and in developing plans for construction due consideration will be given to excellence of architecture and design and to compliance with Appendix A of Part 36 of Title 28, Code of Federal Regulations (Americans With Disabilities Accessibility Guidelines for Buildings and Facilities) or Appendix A of Part 101-19.6 of Title 41, Code of Federal Regulations (Uniform Federal Accessibility Standards).
  14. That none of the funds expended under any applicable program will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such organization [see Title XX of GEPA, 20 USC Section 2342(c)(11)].
  15. Laborers and mechanics employed by contractors or subcontractors to work on construction projects financed using federal assistance must be paid wages not less than those established for the local project area by the Secretary of Labor ([Davis Bacon Act, 40 Stat. 1494, 40 USC 276a-276a-s).

#### Participation

16. That before each application is submitted, the applicant will afford a reasonable opportunity for public comment on the application and has considered such comment [see Pub. L. No. 107-110, Section 9306](a)(7), 115 Stat. 1971].
17. That the applicant is in compliance with the federal regulations 34 CFR 75.650 [see Pub. L. No. 107-110, Section 9501(a)(1), 115 Stat. 1975] governing private school participation which require that public school subgrantees provide students enrolled in private schools with a genuine opportunity for equitable participation should private schools in the subgrantee's district wish to participate in federal programs. That the applicant who is in receipt of ESEA funding is in compliance with nonpublic school requirements including timely and meaningful consultation with appropriate nonpublic school officials (Title IX, Part E, ESEA).

#### Nondiscrimination

18. That the applicant assures that it will comply with Title VI of the Civil Rights Act of 1964, as amended, 42 USC Section 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance; and Section 504 of the Rehabilitation Act of 1973, as amended, 29 USC Section 794, which prohibits discrimination on the basis of handicap in programs receiving federal financial assistance; and Title IX of Education Amendments of 1972, as amended, 20 USC Section 1681 et seq., which prohibits discrimination on the basis of sex in education programs receiving federal financial assistance; and the Age Discrimination Act of 1975, as amended, 42 USC Section 6101 et seq., which prohibits discrimination on the basis of age in programs receiving federal financial assistance; and all regulations, guidelines, and standards lawfully adopted under the above statutes by the U.S. Department of Education.

#### Gun-Free Schools

19. That the applicant is in compliance with the Gun-Free Schools Act requirements of Section 20-5-202, MCA.

#### Debarment and Suspension

20. That the applicant certifies that it is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation by any federal department or agency, and agrees that it will not knowingly enter into any subcontract or subgrant with a person or agency who is debarred, suspended, declared ineligible or voluntarily excluded from participation by any federal department or agency. If the applicant is unable to provide this certification, an explanation must be attached (see statutory detail in 34 CFR Section 85.105 and 85.110).

#### Lobbying and Political Activity

21. That the applicant certifies that federal funds will not be used for partisan political purposes of any kind by any person or organization involved in the administration of federally assisted programs [Hatch Act (5 USC 1501- 508) and Intergovernmental Personnel Act of 1970, as amended by Title VI of Civil Services Reform Act (see Pub. L. No. 95-454, Section 4728)]:

- a. Federal funds received for programs covered by this common assurance form will not be used to influence or attempt to influence an officer or employee of any agency, a Member, officer, or employee of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with awarding of any federal contract; making any federal grant or loan; entering into any cooperative agreement; and extending, continuing, renewing, amending, or modifying any federal contract, grant, loan, or cooperative agreement.
- b. If funds other than federally appropriated funds have been or will be paid to any person for influencing or attempting to influence any of the parties named above, Standard Form LLL, "Disclosure Form to Report Lobbying" will be completed and submitted in accordance with its instructions and returned to the OPI.
- c. The language of this section will be included in any subcontracts entered into for funds received under programs covered by this common assurance form, and ensure that all subcontractors certify and disclose accordingly (see statutory detail 34 CFR Section 82).

#### PROGRAM ASSURANCES

**I HAVE READ AND WILL COMPLY WITH THE ASSURANCES IN THE APPENDIX.**

#### SIGNATURES

**Collaborating Organization Board Chair:** \_\_\_\_\_

**Collaborating Organization Program Director:** \_\_\_\_\_